

Instructions:

Attached below is a template for you to use as you compile your ***draft*** agency reports. It includes a template for a cover page, as well as a template for individual correction requests you have received.

Please do not post your draft reports on your web-pages until OMB review is complete.

If you have questions about whether or not a request should be classified as an Information Quality Correction Request, please consult with OMB.

Please send all completed IQ reports (they are due January 1, 2006) electronically to:
informationquality@omb.eop.gov

If you have further questions contact:

Dr. Nancy Beck
nbeck@omb.eop.gov
202-395-3258

or

Dr. Margo Schwab
mschwab@omb.eop.gov
202-395-5647

Year-End Information Quality Report Format

I. Cover Sheet: Requests for Correction Received FY 2005

Department Name:

Period Covered:

Web page location of agency information quality correspondence: _____

Agency Name [list agencies]	Number of Requests Received	Number Designated as Influential
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	Total	Total

II. If you received correction requests or appeals and did not provide a final response in FY03 or FY04, please list those correction requests below and provide a detailed summary in section III of this template.

Agency Name [list agencies]	Number of Requests Received in FY03 or FY04 which were responded to in FY05 or are still incomplete.	Number of Appeals Received in FY03 or FY04 which were responded to in FY05 or are still incomplete.
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	Total	Total

III. Template: [Please copy and complete the template below for each request for correction received by your agency. Wherever possible, please use excerpts from the request. Note: If your agency received more than five requests for correction that are thematically similar (e.g., map corrections for flood insurance or accident report corrections or claims), please fill out only one template to summarize all similar requests]. If you have questions about whether or not a request should be classified as an Information Quality Correction Request, please consult with OMB.

- **Agency Receiving Correction Request:** [include Department, Agency, and Subagency, as applicable]
- **Requestor:** [name, affiliation, and type of organization (e.g., Law Firm, Trade Organization, Corporation, Public Interest Group, etc)]
- **Date Received:** [include the date on the letter head and the date it was logged in by the appropriate IQ officer. Also include how it was received (e.g. internet, mail, fax)]
- **Summary of Request:** [describe in a few sentences, using excerpts from the request where appropriate, the dissemination in question and the concerns stated about the information being disseminated. Identify the way in which the information in question is being disseminated or used – e.g., name of the proposed rule or report, or the method of dissemination of the information in question]
- **Description of Requested Correction:** [describe in a few sentences, using excerpts from the request where appropriate]
- **Influential:** ____ Yes ____ No ____ Undetermined [Please respond using the influential definition in your agency Information Quality Guidelines. “Undetermined” should be reserved for rare cases. If you choose “Undetermined” please describe why in the space below].
- **First Agency Response:** ____ in progress ____ completed [if completed, provide date of response]
- **Resolution:** [describe in a few sentences, quoting the response where appropriate; indicate whether the agency corrected the information in accordance with the request; or offered a different correction; or determined that the information was not amenable to correction; or determined that the agency’s interpretation of information differs from the petitioner’s; or other resolution. Additionally, indicate if the agency addressed the request as part of response to comment or during ongoing adjudication or other mechanism if appropriate]
- **Judicial Review:** ____none ____yes ____ in progress [if there has been any judicial review associated with this request or appeal please provide a description of actions and outcomes].
- **Appeal Request:** ____ none ____ in progress ____ completed [date of response]
[provide: date of appeal request (both the date on the letterhead and the date it was logged in by the appropriate IQ officer)]

- **Summary of Request for Reconsideration:** [describe in a few sentences, using excerpts from the request where appropriate, why petitioner believes original response to be insufficient, and any substantial new information provided]
- **Type of Appeal Process Used:** [describe in a few sentences; identify the mechanism used to reach the decision, e.g., senior official review or oversight panel from within the same agency]
- **Appeal Resolution:** [describe in a few sentences, quoting the response where appropriate, how the agency resolved the appeal, and categorize the correction as: initial decision upheld; or information corrected per request; or offered a different correction; or other – describe]